

New Mexico Every Student Succeeds Act, ESSA Stakeholder Engagement Focus Group Facilitation Guide

Estimated Duration: 60 minutes

OBJECTIVES

- *Learn focus group members' priorities around standards, assessment and accountability*
- *Create an asset-based conversation about the future of our education systems*

FLOW

Welcome and overview (7 minutes)

- Welcome participants and show the ESSA Overview Video (document with link in Toolkit)
- Introduce yourself to group (name, title, connection to community)
- Provide a brief overview of why we're meeting, including objectives, common ground rules and the big picture intention - to inform a community vision and statewide plan through common local priorities
- "Please complete a participant agreement form to ensure we can use your input. We will not use your specific name, but we will relay common themes and ideas heard"*

Introductions (5 minutes)

- Ask participants to *briefly* introduce themselves (name, title, connection to community and why education matters)
- Facilitator models *brief* introduction
- Round-robin introductions

Dialogue (45 minutes total)

"From this point forward, feel free to answer whenever you choose – 'popcorn style.' I'll lead the conversation and I welcome your input at any time."

Depending on the Participants, Please Use the Focus Group Template for Students, Educators, Parent, Family and Community Members or Combined

Closing (3 minutes)

- Thank you for your time and input today
- Thank the note taker for her/his work
- Please sign in if you'd like to stay informed of this process moving forward

MATERIALS

- Participant agreement forms
- Note taker guide (hard copy for reference; electronic copy for notes)
- Sign in sheet